



City of Onalaska, Department of Planning & Zoning, 415 Main Street, Onalaska, WI 54650

DOWNTOWN PUD GENERAL DEVELOPMENT PLAN APPLICATION

The following checklist will ensure the timely processing of your application:

➔ **Overview/ Cover Letter Describing the following:**

- ▶ A statement describing character and goals of the D-PUD and a general schedule for implementation.
- ▶ Plan Set which satisfies all criteria as listed in the D-PUD General Development Plan Checklist.

➔ **\$700.00 Permit Application Fee** (Payable to the City of Onalaska).

If incomplete, no further processing of the application will occur until the application is complete.

A Downtown - Planned Unit Development (D-PUD) may be used as a custom zoning district for any land use or combination of land uses. The minimum size of a D-PUD is one-quarter (1/4) acre or 10,890 SF. A D-PUD is reviewed through a two-part process: 1) General Development Plan (GDP) and a 2) Final Implementation Plan (FIP). A GDP requires a public hearing at a Plan Commission meeting where the developer provides a plan set for the PUD including all items noted above (Section 13.02.34.). If the GDP is approved, the next step is completing a Final Implementation Plan reviewed by the Plan Commission and Common Council for final approval. See Sections 13.05.25., 13.05.26., and 13.05.27. for the application procedures to create a new D-PUD and amend a D-PUD.

Property Address(es):
Parcel Number(s):
18- 18-
18- 18-
18- 18-
18- 18-
Zoning District:

Applicant/Property Owner:
Project Contact:
Mailing Address:
City, State, Zip:
Phone Number:
Email:

The undersigned hereby makes an application for the location stated herein. The undersigned agrees that all work shall be done in accordance with the requirements of the City of Onalaska Unified Development Code / Zoning Ordinance and with all other applicable City Ordinances and the laws and regulations of the State of Wisconsin.

Signature of Applicant:	Date:
Signature of Property Owner:	Date:



CITY OF ONALASKA

Downtown - Planned Unit Development Checklist (General Development Plan)

The submittal to your proposed project must include the following information in order to be considered an Application for Downtown Planned Unit Development (D-PUD) Review for General Development Plan (GDP). The submittal of the proposed project must include the following information in order to be considered a complete application for a GDP. Refer to City of Onalaska's Unified Development Code for more information regarding standards, plans, requirements and application procedures (Sections 13.02.34. and 13.05.25). **Please provide the following with the site plan application submittal: two (2) full-size copies (24" x 36"), two (2) 11" x 17" copies, and a 24" x 36" electronic version of entire plan set.**

1. Completed Downtown-Planned Unit Development (D-PUD) General Development Plan Application form with completed and signed checklist.
 - Attached*
2. A cover letter is required providing a statement describing the character of the D-PUD and general schedule for implementing the development. Other information includes, but not limited to, permitted uses, proposed density, setbacks, building height, environmental design, open space, architecture, parking, streets, utilities, and drainage, circulation/access, landscaping and signage. Refer to City of Onalaska's Unified Development Code (Section 13.02.34.) for specific requirements to address. This information will be used by the Plan Commission in addition to items in the plan set to review the proposed D-PUD.
 - Attached*
3. Application Review Fee: \$700.00 (Payable to the City of Onalaska).
 - Submitted*
4. **Plan Set.** New development will require a professionally drawn site plan to be submitted, drawn to an engineered scale, and include the following items:
 - A. Scaled Plan of the project area and its relationship to surrounding properties with existing topography, easements, existing vegetation and all other features within one hundred (100) feet of the proposed D-PUD.
 - B. Identify the following:
 - 1) Pattern of proposed land uses (size, arrangement, density);
 - 2) Pattern of private streets, traffic circulation, access and parking (on or off-street);
 - 3) Location, size and character of open spaces, common areas, and management;
 - 4) Utility feasibility study and location of utilities; and
 - 5) Implementation Schedule.
 - C. Economic analysis of the developed including proposed investment, phasing, job creation, etc. if applicable/required.
 - D. A general outline of the organizational structure for the enforcement and administration of protective covenants if applicable.

Attached

All information listed above is attached to this application and I understand that incomplete submittals may delay the processing of the application.

Applicant Signature

Date



City of Onalaska, Department of Planning & Zoning, 415 Main Street, Onalaska, WI 54650

DOWNTOWN PUD FINAL IMPLEMENTATION PLAN APPLICATION

The following checklist will ensure the timely processing of your application:

➔ **Overview/ Cover Letter Describing the following:**

- ▶ A statement describing character and goals of the D-PUD and a general schedule for implementation.
- ▶ Plan Set which satisfies all criteria as listed in the D-PUD Final Implementation Plan Checklist.

If incomplete, no further processing of the application will occur until the application is complete.

A Downtown Planned Unit Development (D-PUD) may be used as a custom zoning district for any land use or combination of land uses. A D-PUD is reviewed through a two-part process: 1) General Development Plan (GDP) and 2) Final Implementation Plan (FIP). The Final Implementation Plan is based off of the GDP and includes a plan set with all items noted above (Section 13.02.34.) of the Unified Development Code. The Plan Commission and Common Council consider the FIP for final approval of the D-PUD. Developers are required to record a legal description of the D-PUD and conditions of approval that will run with the land to the La Crosse County Register of Deeds. See Sections 13.05.25., 13.05.26., and 13.05.27. for the application procedures to create a new D-PUD and amend a D-PUD.

Property Address(es):	
Parcel Number(s):	
18-	18-
18-	18-
18-	18-
18-	18-
Zoning District:	

Applicant/Property Owner:
Project Contact:
Mailing Address:
City, State, Zip:
Phone Number:
Email:

The undersigned hereby makes an application for the location stated herein. The undersigned agrees that all work shall be done in accordance with the requirements of the City of Onalaska Unified Development Code / Zoning Ordinance and with all other applicable City Ordinances and the laws and regulations of the State of Wisconsin.

Signature of Applicant:	Date:
Signature of Property Owner:	Date:



CITY OF ONALASKA

Downtown Planned Unit Development Checklist (Final Implementation Plan)

The submittal to your proposed project must include the following information in order to be considered an Application for a Downtown Planned Unit Development (D-PUD) Review for Final Implementation Plan (FIP). The submittal of the proposed project must include the following information in order to be considered a complete application for a FIP. Refer to City of Onalaska's Unified Development Code for more information regarding standards, plans, requirements and application procedures (Sections 13.02.34. and 13.05.25.). **Please provide the following with the site plan application submittal: two (2) full-size copies (24" x 36"), two (2) 11" x 17" copies, and a 24" x 36" electronic version of entire plan set.**

1. Completed Downtown-Planned Unit Development (D-PUD) Final Implementation Plan Application form with completed and signed checklist.
 Attached

2. A cover letter is required providing a statement describing the character of the D-PUD and general schedule for implementing the development. Other information includes, but not limited to, permitted uses, proposed density, setbacks, building height, environmental design, open space, architecture, parking, streets, utilities, and drainage, circulation/access, landscaping and signage. Refer to City of Onalaska's Unified Development Code (Section 13.02.34.) for specific requirements to address. This information will be used by the Plan Commission in addition to items in the plan set to review the proposed D-PUD.
 Attached

3. **Plan Set.** A plan set that contains the following detailed construction and engineering plans and related details, documents, and schedules:
 - A. An accurate scaled map of the project consistent with the General Development Plan.
 - B. Pattern of public and private circulation (vehicular, pedestrian, and bicycling).
 - C. Detailed lot layout.
 - D. The arrangement of buildings.
 - E. Architectural elevations and details.
 - F. A master grading and drainage plan.
 - G. Utility plan.
 - H. Open space/Common Share Space Plan with provisions for maintenance.
 - I. A master landscaping plan (including street tree provisions, screening, parking lot landscaping (where applicable)).
 - J. Proof of financial treatment (where applicable).
 - K. An economic analysis (where applicable).
 - L. A development schedule indicating construction commencement and completion, project phases, the dedication of public improvements, and the administration of covenants. *Attached*

Following the review of the Final Implementation Plan by the Plan Commission and Common Council, if approved the developer/applicant shall carry out the plans in accordance with the officially submitted and approved plans on file. The developer/applicant shall record the legal description of the PUD and the Conditions of Approval which shall run with the land at the La Crosse County Register of Deeds. Any subsequent change to the D-PUD shall follow the D-PUD Amendment processes as noted in Sections 13.05.26. and 13.05.27. of the Unified Development Code of the City of Onalaska.

All information listed above is attached to this application and I understand that incomplete submittals may delay the processing of the application.

Applicant Signature

Date